

# Voucher Mail Dates & Information

It is that time of year again—time for a new start and a new voucher book to pay your taxes! We understand you are working hard to get all of your information in order for the New Year and we want to help you make the transition as smooth as possible. You should find the following information and mail dates helpful. Best wishes for 2003!

## Calendar Year Voucher Book Mail Dates

*Below is a list of dates that the vendor is scheduled to send voucher books. If the vendor's mailing schedule changes for any reason, the following list will be modified to keep you informed. Please allow a few days for mail delivery.*

### Withholding Tax:

*Quarter-Monthly*—December 31, 2002 and January 2, 2003

*Annual*—January 6 to January 10, 2003

*Monthly*—January 10 to January 15, 2003

*Quarterly*—February 6 to February 10, 2003

**Note:** The *Employer's Tax Guide* will not be mailed. However, a quick reference worksheet is included in each voucher book to help you calculate withholding for your employees. Visit [www.dor.state.mo.us/tax](http://www.dor.state.mo.us/tax) to try our online withholding tax calculator!

### Sales Tax:

*Annual*—January 6 to January 10, 2003

*Monthly*—January 15 to January 20, 2003

*Quarterly*—February 1 to February 6, 2003

### Individual Estimated Tax Vouchers: *January 22 to January 27, 2003*

**Note:** We have been able to identify customers who use software rather than the department printed voucher books, therefore, we have greatly reduced the number of books that we print and mail. If you do not receive a book and you use a preparer, it is probably because your preparer uses software and does not need the printed book. Please help us keep our costs low and do not request a reprint of the voucher book unless you are *absolutely sure* that you need it.

### Corporate Estimated Tax Vouchers: *February 10 to February 15, 2003*

**Note:** We have been able to identify customers who are not utilizing our printed vouchers, therefore, we have reduced the number of books being mailed and printed. Please be sure your preparer **needs** a voucher book and does not use software before requesting a printed book.



## When You Need a New Voucher Book

If your address changes, please use the "Change of Address Form" located in your voucher book to inform us of the correct address. Your voucher book will be reprinted and mailed to you. If you request a booklet reprint, please remember we utilize the services of an outside vendor to print and mail the voucher books. Once our records are updated and your account information and/or request for a new book are processed on our system, the information is collected and sent to the vendor for printing and mailing. The vendor then has to print and mail the book.

If you have completed a form and sent in (e.g., a Registration Change Request or Registration Application) to change account information or add tax types or locations to your account, you should automatically receive an updated voucher book (paper sales tax form if adding more than one location). If you pay sales tax and your tax rate changes, you should automatically receive an updated voucher book with the correct rate prior to the due date for filing the return. (You will receive a notification of rate change before you receive the reprinted voucher book.) Please remember to allow the time necessary for us to collect the data, send it to the vendor, and print and mail the book.

**Example of Timeframe:** The department receives an address correction and request for a reprint of a voucher book March 25. The necessary changes are made on our system and all records are collected for updates made between March 23 and April 18. The books will not be mailed until the 29th of April. Your voucher book could be mailed any time from two to six weeks from the date the request is made. Please recognize the time it takes to process a request before contacting us again. We need to save taxpayer money wherever possible and we do not want to print an update two consecutive months, if it is not necessary.

If you have questions about voucher book mail dates, e-mail  
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